Project Management   *State of Kansas*

Mastering the Interview and Gathering of Project Requirements

COURSE DESCRIPTION

This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measureable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.*

OBJECTIVES

- **Explore the requirements gathering process**
  - Understand the Iterative and Incremental development of requirements
  - Discuss the evolution of requirements
- **Scope the problem, goals or objectives**
  - Define problems the project will remove
  - Set the goals the project will achieve
  - Define the objectives the project will meet
  - Explore how much analysis should be used
  - Discuss the advantage and disadvantage of using a structured interview
  - Analyze the types of questions needed to gather the right information
- **Describe what you want your customized Project Management Best Practices do**
  - Identify the classification of projects from basic to large project to determine project
  - Discuss what is to be classified an operational work item compared to a project
- **Understand and document the real problem**
  - Explore and define symptoms
  - Explore how to conduct a root cause analysis

- **Document the different types of requirements**
  - Discuss input and output requirements
  - Discuss reliability requirements
  - Analyze performance requirements
  - Explore safety and environmental requirements
  - Define accessibility requirements
  - Explore security or training requirements
- **Discuss training and mentoring provided by management to shift to the new project**
  - Organize Management Best Practices
  - Examine core competencies and a team development associated with PM Best Practices
  - Create metrics for measuring the Project Management Best Practices effectively
  - Discuss evaluation and oversight strategies for the PMO and management
  - Discuss the benefits of creating an internal certification

Class Dates/Cost/Location

CLASS DATES	PDU's [1,2]	COST	TIME	LOCATION
April 10-11, 2017	13	$245 per participant*	8:30 a.m. - 4:30 p.m.	Topeka

[1]The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).
[2]*PMI's Talent Triangle Breakdown: Technical – 10.75; Leadership – .25; Strategic – 2.00*
*2.5% administrative fee included

Class Dates/Cost/Location

➢ The link to the class registration form can be found at: http://oits.ks.gov/kito/epmo/kito-project-management-training. The form can be filled in online and emailed to KITO@ks.gov.

Cancellation Policy
Cancellations up to twenty (20) business days prior to the class date – 100% refund
Cancellations less than twenty (20) business days prior to the class date – no refund

PM Information can be found at http://oits.ks.gov/kito/